



## City of Minneapolis CAREER OPPORTUNITIES BULLETIN

Week of April 13, 2015

**Minneapolis is a dynamic, scenic, high-energy city that offers something for everyone. Join us and you'll discover a diverse, inclusive, and rewarding work environment.**

We are currently accepting applications for the following positions. Apply online at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). Further information can be obtained at the Human Resources Department, 250 South 4<sup>th</sup> Street, Room 100, Minneapolis, MN 55415-1339. Office hours Monday – Friday, 8:00 AM – 4:30 pm. Telephone (612)673-2282 TTY (612)673-2157

### OPEN POSITIONS

#### **Administrative Analyst II Exam 2015-00092 Annual Salary: \$50,872.00 up to \$70,339.00**

The City of Minneapolis's Police Department is accepting applications for Administrative Analyst II. The Administrative Analyst II for the Police Department will provide varied, complex management and operational analysis in support of a department; oversee, administer and prepare a variety of projects, grants and contracts, conduct procedural, organizational and budgetary studies and recommend modifications to management. **Minimum Requirements to be considered:** **Experience:** Three years performing duties closely related to those listed above. **Education:** Bachelor's Degree in Public Administration, Business Administration, Finance, Accounting or an equivalent degree. For a complete job announcement including job duties, requirements and how to apply please visit [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). All applicants are required to complete the online application in detail with work history and duties. Applicants failing to complete the online application in detail will not be considered. **Applications accepted through Wednesday, April 15, 2015.**

#### **Building Maintenance Worker, Convention Center – Exam #2015-00084 / Hourly Salary \$15.68 - \$20.95**

There is currently one (1) non-exempt vacancy to be filled in the Events Operations Division of the Minneapolis Convention Center. **Primary Responsibilities:** The BMW job is a janitorial position responsible for maintaining the cleanliness of the building so all guests, visitors and employees of the convention center can enjoy a healthy and fresh environment. Duties include but are not limited to: hard surface and floor cleaning, floor refinishing, cleaning and power washing restrooms, perform wall and window cleaning and perform other miscellaneous duties in order to ensure the building and its facilities are maintained in a healthy, orderly and sanitary manner. Upholding high standards of customer service, independent judgment and professionalism are required for this position. **REQUIRED QUALIFICATIONS:** **Experience:** One (1) year of experience performing the same or similar job duties as described above. **Education:** High School Diploma or equivalent. **Equivalency:** An equivalent combination of related education/experience may be considered. **License:** Must currently have and maintain a valid Driver's License while employed in this position. To view this posting and apply online, please visit [www.ci.minneapolis.mn.us/jobs/](http://www.ci.minneapolis.mn.us/jobs/) **Applications accepted through Friday, April 17, 2015.**

#### **Elevator Inspector – 2015-00075/Hourly Salary \$35.03-\$39.18**

Under supervision, enforce the Minnesota State Elevators and Related Devices Code, applicable Standards, and City of Minneapolis Ordinances in new and existing structures. Conduct field inspections (site visits) of new and altered elevators, escalators, moving walks, dumb waiters, and other vertical transportation devices as defined in State and local codes to ensure public health, safety, and general welfare through structural strength, means of egress facilities, stability, sanitation adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency operations. **Qualifications:** Two years post high school education in a trade school, apprenticeship training in a trade area or equivalent. Three (3) years of verifiable elevator and other vertical transportation device inspection experience (Elevator Inspector) gained while employed by a governmental jurisdiction and obtained within the past ten years - OR five years verifiable experience in the installation and repair of elevators within the past ten years. You must submit proof of successful completion of the National Elevator Industry Education Program Examination AND must possess (and maintain as current) one of the following elevator licenses: Master Elevator Constructor or Journeyman Elevator Constructor License issued by the Minnesota Department of Labor and Industry. Must also possess a valid MN Driver's License by the established application closing date. Continued employment in this job title is also contingent upon maintaining a valid Driver's License. **Applications accepted through April 17, 2015.**

**The City of Minneapolis is an Equal Opportunity Employer**

**IT Service Desk Agent I – 2015-00067/Salary \$17.99 – \$25.38 hourly**

Serve as the IT Department central point of contact in a help desk environment to provide triage and level 1 technical support, analysis, troubleshooting and escalations related to computer systems, hardware, or software. **Qualifications:** **Education:** High School Diploma or Equivalent, A+ Certification or equivalent. **Work Experience:** N/A. To view complete job posting and apply online go to [www.ci.minneapolis.mn.us/jobs](http://www.ci.minneapolis.mn.us/jobs) **Applications accepted through April 15, 2015.**

**IT Deskside Support Technician I – 2015-00070/Salary \$20.31 - \$28.02 hourly**

Provide remote and on-site first level (Level 1 - initial support level responsible for basic customer issues) technical support, analysis and troubleshooting for desktop and laptop computers, hardware, software, and all IT peripherals devices in the City environment. **Qualifications:** **Education:** High School Diploma or Equivalent, A+ Certification or equivalent. **Work Experience:** N/A. To view complete job posting and apply online go to [www.ci.minneapolis.mn.us/jobs](http://www.ci.minneapolis.mn.us/jobs) **Applications accepted through April 15, 2015.**

**Membrane Treatment Plant Supervisor – 2015-00026 / Salary: \$75,326 - \$82,311**

Ensure the continuous, economical and efficient operation and maintenance of the water treatment plant facilities. Supervise and coordinate the work of plant operation and maintenance staff. **Qualifications:** **Education:** High School Diploma or equivalent and completion of 30 college semester hours or 136 continuing education units of post-secondary technical training in any of the following: Water Environmental Technologies, Mechanical systems/rotating machinery, Hydraulics, Industrial electrical systems, Industrial electro-mechanical control systems, Commercial Heating, Air Condition and Refrigeration Plumbing, or equivalent. Bachelor's Degree in relevant field such as engineering or chemistry preferred. **Experience:** Six years' experience in water treatment plant(s) or wastewater treatment plant(s) with heavy emphasis on plant maintenance, operations, and chemical treatment. Or an equivalency of Two years or more as a part of the management of a Class A or B Water Supply System or a Class A or B Wastewater Facility may be substituted for the post-secondary training requirements. **LICENSES/CERTIFICATIONS:** Minnesota Class 'A' or 'B' Water Supply System Operator Certificate or equivalent from other State Valid Driver's License at time of hire HAZWOPER Technician Level Certification within 12 months of hire. **Applications accepted through April 30, 2015.**

**Police Officer (Lateral) – 2015-00082 / Hourly Salary \$26.97 to \$34.42**

A Minneapolis Police Officer interacts with citizens to identify and solve problems in their neighborhoods; keeps law and order; makes necessary arrests; keeps records and writes reports of all important incidents; responds to citizen calls for assistance during crisis situations; patrols a beat on foot or in a patrol car; checks property, suspicious persons and all others suspicious or dangerous conditions within the City of Minneapolis; investigates complaints and conducts preliminary investigations at the scene of crime, accident or other police matters; enforces traffic laws and responds to traffic accidents; testifies in court by presenting evidence and facts; works various shifts and weekends. **Qualifications:** Must have and maintain a valid driver's license, must be a US Citizen, must not have a felony conviction, must currently be a full-time, active Police Officer, must possess a minimum of 3 years of full-time, sworn experience, must submit proof of POST eligibility or license with online application by the application deadline of April 17, 2015. To review a complete job announcement and to apply online visit [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs). **Applications accepted through April 17, 2015.**

**PeopleSoft Administrator/Database Engineer – 2015-00077/Salary \$64,386 - \$113,616**

The PeopleSoft Administrator/Database Engineer (PS Admin/DBE) provides IT services to the Human Resources, Finance, and related City departments. This position is responsible for Technical Administration related duties for multiple PeopleSoft environments. This position will also assist with the PeopleSoft 9.2 upgrade. **Qualifications:** **Education:** Bachelor's degree in Computer Science, Management Information Systems, or a closely related field. **Experience:** At least six (6) years of information technology experience required, including at least four (4) years maintaining or troubleshooting enterprise database systems or comparable large database applications. **Equivalency:** An equivalent combination of related education/experience may be considered. To view the full job posting and apply online go to [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs) **Applications accepted through April 17, 2015.**

**Senior Public Health Researcher – (Epi) – Exam #2015-00101--Amended / Annual Salary \$57,257 - \$79,090**

The purpose of the Senior Public Health Researcher-Epidemiologist position is to develop and maintain databases, and to conduct research, quantitative data analysis and surveillance activities related to public health. Under limited supervision, initiates and leads the planning, design, and implementation of epidemiologic and research studies, including database development and management, analysis, and reporting of findings. **REQUIRED QUALIFICATIONS:** **Education:** Master's degree in Public Health, Epidemiology, Health Geography or a closely related social science. **Experience:** Two years of experience in public health research or surveillance, including related experience in data management and analysis and in working with community partners. To view this posting and apply online, please visit [www.minneapolismn.gov/jobs/](http://www.minneapolismn.gov/jobs/) **Applications accepted through Thursday, April 30, 2015.**

**Senior Public Health Specialist (Healthy Living) – Exam #2015-00078 / Annual Salary \$57,257 - \$79,090**

The purpose of the Health Care Liaison position is to develop and lead initiatives with community-based clinics, clinic systems and community-based organizations to prevent obesity, diabetes, heart disease and stroke in high risk, low-income populations. The position will work with clinics and community-based organizations to 1) improve the quality of care for people with hypertension and pre-diabetes; 2) increase linkages between community and clinical resources 3) increase effective tobacco dependence counseling in health care settings (primary care, dental and mental health clinics); and 4) improve clinical care to prevent and reduce pediatric obesity. This position is part of the Minneapolis Health Department's Healthy Living Initiative, which works with communities to create opportunities for everyone to eat healthy, be active and live tobacco-free. This is a full time, 40 hours a week position but would consider minimum of 30 hours a week for the right candidate. This grant-funded position is contingent upon annually renewable funding, which is expected to be available through September 2018. **REQUIRED QUALIFICATIONS:** **Education:** Bachelor's Degree in Public Health Administration or degree in a closely related field such as Nursing or Public Health equivalent. Master's Degree in a Public Health Administration or a closely related field is preferred. **Experience:** Three years of relevant experience, which includes organizational, management and strategic planning. Experience developing and managing contracts is desirable. To view this posting and apply online, please visit [www.minneapolismn.gov/jobs/](http://www.minneapolismn.gov/jobs/) **Applications accepted through Friday, April 17, 2015.**

**Systems Integrator V – Exam #2015-00074/Salary \$61,615 to \$84,790**

Assess business practices and technology products, provide operational data that supports the needs of the department and perform technical application support, maintenance, and development services for departmental systems. **Qualifications:** **Education:** Bachelor's Degree in Computer Science or equivalent specialized training. **Experience:** Five years work experience performing similar duties, including software design, development and systems integration, and experience diagnosing complex problems. **LICENSES/CERTIFICATIONS:** Valid driver's license. To view and apply online, please visit our website at [www.minneapolismn.gov/jobs](http://www.minneapolismn.gov/jobs) and apply. **Applications accepted through April 17, 2015.**

## **CITY EMPLOYEES ONLY**

**Inspector Building Trades: Plumbing – 2015-00094/Hourly Salary \$29.73-\$34.02**

Under supervision, enforce the Minnesota State Plumbing Code and City of Minneapolis Ordinances in new and existing structures. Conduct field inspections (site visits) of new and remodeled/altered plumbing and gas piping systems as defined in City ordinances to assure compliance with established State and local codes and standards and thereby ensuring public health, safety, and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the built environment and to provide safety to firefighters and emergency responders during emergency operations. **Qualifications:** Two years post high school education in a trade school, apprenticeship training in a trade area or equivalent. Five (5) years of verifiable experience as a Journeyman or Master Plumber (in the installation, repair and service of plumbing and gas systems/piping and equipment) or a municipal Plumbing Inspector. This experience must have been obtained within the past ten years. Must currently hold a State of Minnesota Plumber's License (or one from any state with reciprocity with Minnesota). This license must be maintained as current. You must submit a copy of your Plumber's License with your application. Possess and maintain a valid Minnesota Driver's License during employment in this position. **Applications accepted through April 13, 2015.**